



City of Houston

Job Posting

Applications accepted from:

ALL PERSON INTERESTED

Job Classification

MASTER CONTROL OPERATOR

Posting Number

PN # 108990

Department

Mayor's Office

Division

Cable Communications

Section

Municipal Channel

Reporting Location

3100 Main, Suite 1C11

Workdays & Hours

M – F, Flexible Work Schedule

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs technical tasks in maintaining and operating the Master Control Digital Server system at the Municipal Channel. Monitors on air signal quality for all the access channels. Produces and schedules the Daily Program Schedule and Community Bulletin Board. Other responsibilities include, ingesting programs and other media for playback, importing the play list into the server and maintaining that play list during playback. Maintains the tape library and logs as well as the DVD archive system on a daily basis. Performs minor troubleshooting techniques as necessary to maintain playback capability.

WORKING CONDATIONS

This position requires physical exertion, such as lifting equipment up to 60 lbs. (i.e., videotape machines, video monitors, boxes of videotape). Must be available to work nights and weekends.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Modern Electronics or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of practical electronics work experience are required. Practical electronics work experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Must have computer skills, i.e., Excel, Access, Word, and Outlook. Must have experience operating digital server systems used to playback programming from a traffic log. Must have experience with character generators, digital and analog videotape machines, waveform/Vectorscope monitors, audio mixers with analog and digital monitoring scales, and tape library systems.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

	<u>Salary Range - Pay Grade 14</u>
\$ 861 - \$1,159 Biweekly	\$22,386 - \$30,134 Annually

OPENING DATE FEBRUARY 15, 2006

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. **For application status inquiries, please call (713) 247-3226.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD number is 713-837-9471.**

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